



La Porte Park and Recreation Department
250 Pine Lake Avenue
LaPorte, IN 46350
219.326.9600
www.laporteparkandrec.com

2024 ADULT SOFTBALL PROGRAM TEAM ENTRY INFORMATION

I. 2024 Softball Team Entry Fees - \$575/team - Team entry deadline Friday, **March 8, 2024**

- A. Sponsor's Entry Fee - \$230
- B. Capital Improvement Field Fee - \$90
- C. National Softball Association (NSA) Fee - \$25
- D. Team Player Fee - \$230
- E. AFTER DEADLINE - \$25 Late Fee will be added to the entry fees.

All fees must be paid (during office hours) on or before the deadline date to participate in a League. Team applications into the Softball Program are not complete unless all fees and necessary information accompany the application. Please do not attempt to turn in partial payment of fees or incomplete forms, as these do not constitute a complete application for entry into the program. Teams entering after the deadline date will be put on a waiting list and entered if space is available. Returning teams have priority for league assignments prior to deadline. **There will be a mandatory team meeting Wednesday, April 10, for men, women and coed leagues at 6:00 p.m. in the lower level of the Civic Auditorium (enter through the side door at the end of the ramp on Plain Street. This meeting will be to discuss league rules, policies, and league placement & alignment. If your team is not represented, you will forfeit your first scheduled game. No exceptions will be made.**

II. General Information

- A. Rosters - 25 player maximum - 12 player minimum (must have at least 12 on roster to enter a team into the program)
 - 1. **PRINT OR TYPE roster information.**
 - 2. **Player's signatures are required on the back of the roster acknowledging waiver release.**
 - 3. Obtain accurate player information. Falsification of information (addresses, etc.) subjects your team to being denied participation in the program.
 - 4. List sponsor contact information - Name, Address, and Phone number - this information is to be completed on the back of the roster form.
 - 5. Department has the right to deny team names which are deemed inappropriate.
- B. All roster changes, such as additions or deletions must be finalized prior to the first league game. Once the softball season has begun, there will be **no add-ons accepted unless it is an emergency** involving a season ending injury or a special exception approved by League Director. If the add-on player is deemed necessary, an addition fee of \$5 must be paid at the time of addition.
- C. Team roster & team entry information forms are available at the Park Office or printable at www.laporteparkandrec.com. Managers must submit an Official Team Roster, a completed Team Entry form and payment of fees at the Department office before the 4 p.m. deadline on March 8.
- D. **Forfeit fee procedure:** Teams forfeiting for any reason during the regular season will be subject to a \$30 fine for each occurrence. This is to be paid at the Park Office prior to the team's next scheduled game.
- E. Team rosters and all fees must be submitted to the Department office by closing on Friday, **March 8, 2024** (4 p.m.). Late fee will be in effect after this date. Team entry received after the deadline are not guaranteed a spot in the program.
- F. It is the manager's sole responsibility to submit the team application materials with completed information, as they will be regarded as official softball league rosters.
- G. The league director has the final determination of placement of teams into leagues and the nights.

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III. League Scheduling – Priorities for team placement into leagues for the **2024** season are as follows:

- A. Teams returning from the previous season. A team is defined here as having a majority of those players returning to play together again.
 - B. League Status and Rank Refer to 2024 League Rules, Rule 4 (Eligibility), Article 1.
 - 1. Men's Leagues
 - Men's Tuesday – Competitive
 - 2. Women's Leagues
 - Women's Thursday – Semi-Competitive/Recreational
 - 3. Coed Leagues
 - Monday – Semi-Competitive/Upper
 - Monday – Recreational/Lower
- The Park and Recreation Department decisions regarding team placement are final.

III. Practice Reservations

- A. Practices are limited to a 90-minute schedule
- B. All team practices or practice games must be scheduled through the Park Office. (A practice shall be defined as one or more teams on one field). Teams may begin calling **March 18** for practices to begin **March 25** (weather permitting).
- C. Each team shall hold no more than two practice sessions registered on the schedule book at one time. A permit will be available at the Park Office upon reserving a field. **Field reservations are made at 219-326-9600 from 8 a.m.- 4 p.m. weekdays.**
- D. If you know in advance that your team will not be able to practice at your scheduled time, **please notify** the office immediately.
- E. Each team is responsible for calling in for rescheduled practices due to rain.

V. Additional Information

- A. The Department will accept cash, money orders and cashier's checks, sponsor's check, and credit cards (**Visa or MasterCard**) for payment of fees. A \$25 bad check fee will be charged for checks returned because of insufficient funds.
- B. The Department reserves the exclusive right to accept or reject any roster submitted for League play. There will be no refund of sponsor's fee or any additional fees after team application deadline of **March 8, 2024**. All fees must be paid by the deadline date to participate in the program. The Department office is open from 8 a.m. to 4 p.m. weekdays. Please plan to submit your team application fees during these hours and by the **March 8** deadline.
- C. Team managers are responsible for team, player and individual activity during the season. The Department will handle discipline problems accordingly.

VI. Important Dates:

- 1. **Team entry deadline - Friday, March 8, 2024**
- 2. **Mandatory Managers Meeting – Wednesday, April 10, 2024 @ 6:00 p.m. – Civic Auditorium -Lower Level. Enter through door at end of ramp on Plain Street**
- 3. **Schedules, local rules, softballs, and rule books available – Monday, April 15, 2024**
- 4. **Softball Season Starts – Monday, April 22, 2024**
- 5. **League tournaments begin Mid-August**